

U.S. Department of Justice
Federal Bureau of Prisons



Federal Correctional Institution
Fort Dix, NJ 08640

OP

I: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Subject: VISITING PROCEDURES

Institution Supplement

1.
POLICY: This institution encourages wholesome and meaningful visits with relatives, friends and community groups. Visitation helps maintain the morale of inmates, while strengthening relationships between inmates and family members and others in the community. Any visits which, in the opinion of the Warden or his/her designee, interfere with the security and good order of the institution, may be denied. This supplement must be read in conjunction with Program Statements 1315.07, Legal Activities, Inmate; P. S. 5267.06, Visiting Regulations; and P. S. 5510.09, Searching, Detaining, or Arresting Persons other than Inmates.

2. **DIRECTIVES AFFECTED:**

- A. **Directives Rescinded:** Institution Supplement FTD 5267.05d, Visiting Regulations, dated December 13, 2000.
- B. **Directives Referenced:** BOP Program Statements 1315.07, Legal Activities, Inmate, dated November 5, 1999; P. S. 5267.06, Visiting Regulations, dated May 17, 1999; and P. S. 5510.09, Searching, Detaining, or Arresting Persons Other than Inmates, dated March 6, 1998.

3. **STANDARDS REFERENCED:** American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4255, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4445 and 3-4446.

4. **VISITING HOURS:**

- A. **East and West Compounds:** Social visits are to be scheduled for Mondays, Saturdays or Sundays from 8:00 a.m. to 3:00 p.m. Processing of visitors will begin at 8:00 a.m. and conclude at 2:30 p.m. On Thursdays and Fridays, visiting is scheduled from 1:00 p.m. to 9:00 p.m. Processing of visitors is scheduled from 1:00 p.m. to 8:30 p.m. There is no visiting on Tuesdays or Wednesdays.

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

- B. Satellite Camp: Social visits are to be scheduled for Mondays, Thursdays or Fridays from 6:00 p.m to 9:00 p.m. Processing of visitors will begin at 5:30 p.m. and conclude at 8:30 p.m. Saturday and Sunday visiting is scheduled from 8:00 a.m. to 3:00 p.m. Processing of visitors is scheduled from 8:00 a.m. to 2:30 p.m. There is no visiting on Tuesdays or Wednesdays.

5. **FREQUENCY OF VISITS**: Inmates are restricted to the number of visits they may receive. Each inmate will be allotted 30 points at the beginning of each month to be used as follows:

- A. Each hour or fraction of an hour visited on Monday through Friday counts as one point (Attachment 1). Satellite camp inmates will not be deducted points on weekday visits.
- B. Each hour or fraction of an hour visited on Saturday, Sunday or a federal holiday will count as two points (Attachment 1).

Points are counted when the inmate enters the visiting room and conclude when visitors sign out of the visiting room. The start of each new hour counts as one point. For example, if a visit starts at 8:45 a.m. and concludes at 2:10 p.m., the point total is six for that specific day. For those same hours on a weekend or holiday, the point total would be twelve. Points will be tallied by the Visiting Room Officer at the end of the shift using Attachment 1, Visiting Points Tally Sheet. This record will be maintained in the inmate's visiting folder. Once the inmate reaches 30 points, visiting will cease until the start of a new month. Law enforcement, PVS visits, or attorney visits will not be counted on the point system. The SIS Lieutenant will be notified of visits to inmates by law enforcement authorities. For those inmates that request additional points beyond 30, approval must be obtained from the Associate Warden (P) upon recommendation by the Unit Team.

Visiting on Saturdays and Sundays will be based on an odd/even schedule, except in the Satellite Camp. Inmates having an odd register number will visit on odd weekend days. Inmates having an even register number will visit on even weekend days. The odd and even number is determined by the fifth digit in the register number. For example, if an inmate's register number is 12345-789, and October 3rd falls on a Sunday, he can visit on that Sunday. The inmate with the even fifth digit can visit on that Saturday. There will be no odd/even restrictions during weekdays and holidays.

OPI: CAPTAIN
Number: FTD 5267.06
Date: November 26, 2001

6. **VISITING RESTRICTIONS AND OVERCROWDING:** Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Should it become necessary for the Visiting Room Officer to curtail or terminate visiting because of overcrowding, the Staff Duty Officer will be notified. If the Staff Duty Officer is not present, the Operations Lieutenant will make a decision. The Visiting Room Officer will apply the overcrowding rule to those visitors who entered the visiting room first based on their sign-in time. Exceptions will be made for visitors who traveled more than two hundred miles.

On weekends and holidays, the outside visiting patio will be opened in the event the visiting room is at capacity. When the outside patio is in use, the area immediately outside the fence is considered "out of bounds." On the East compound, inmates may not use the sidewalks at either end of the fenced visiting area. Inmates may walk on the road between the gym and visiting patio, however, they must walk on the side of the road nearest the gym identified by a white painted line. There will be no standing or loitering allowed in that area. This does not apply to the Satellite Camp.

7. **NUMBER OF VISITORS:** The number of persons allowed and seats used while visiting one inmate will be limited to three. The seats are for adult visitors. Children are not necessarily guaranteed seating. The Visiting Room Officer will not allow more than three adults and three children to visit one inmate at a time without prior approval from the Operations Lieutenant or the Staff Duty Officer.

Split Visits: Should more than three authorized visitors arrive at the same time, a split visit may be arranged at the discretion of the Staff Duty Officer. If the Staff Duty Officer is not present, the Operations Lieutenant will make the decision. A split visit is defined as a visit where one or more of these visitors leaves the Visiting Room to be replaced by other authorized visitors. Those visitors leaving must leave the post grounds. They are not permitted to wait in the Front Lobby. During split visits, only one interchange of visitors will be permitted, (i.e., individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting that same day).

8. **ATTORNEY VISITS:** Attorney visits will be conducted in accordance with BOP Program Statement 1315.07, Legal Activities, Inmate. Attorney visits will take place in the Visiting Room and will be monitored routinely by Unit staff.

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Page: 4

9. **IDENTIFICATION OF VISITORS:** Visitors will not be permitted entry without proper identification. All visitors, with the exception of children under 16 years of age, must display photo identification before being permitted into the institution. The Operations Lieutenant or Staff Duty Officer will be notified in cases involving questionable identification. Proper identification includes one of the following:

- Valid driver's license
- Passport
- State identification card with photo

Black Light Identification: All visitors to FCI Fort Dix will have one of their hands marked with a "black light" stamp (green in color) prior to entry into the institution. Likewise, all visitors will have their hand identified using the "black light" lamp prior to being allowed beyond the inside of the sallyport. Visitors who no longer have the ink stamp, will be held in the sallyport until a Lieutenant arrives to investigate the situation and further identify the visitor. The Captain will ensure that a minimum of six different "black light" stamps are maintained in the Control Center or Lieutenants' office. The Lobby Officer will rotate or choose at random the number sequence of the stamps to use each day and the hand to be stamped. Both will be identified/logged in the Stamp Log. This log will be maintained in the Control Center and will be initialed daily by a Lieutenant. The ink and hand stamps will be secured in the Control Center. The same stamp will never be used every day. The stamp will be picked up by the Front Lobby Officer at the beginning of his/her shift and will be returned at the end of the shift. The Visiting Escort Officer will check for the appropriate mark prior on any visitor being allowed to exit the control sallyport.

10. **APPROVED VISITORS:** Visits are permitted to those on the inmate's approved visiting list as authorized by the Unit Team. For inmates transferring from other institutions, the approved visiting list from the previous institution will be honored, unless unusual circumstances exist. If the Unit Team discovers missing documentation upon their review of the visiting list, the inmate will be advised by the counselor to forward the necessary forms to the visitor. This will allow the proper updating and processing of the visit request for non-immediate family members. The Unit Team will be responsible to establish an inmate's approved visiting list. It is the responsibility of the inmate to mail the Visitor Information form, BP-S629.052 (Attachment 2), to prospective visitors. It is the responsibility of the inmate to advise his visitors not to visit prior to receiving

OPI: CAPTAIN
Number: FTD 5267.06
Date: November 26, 2001
Page: 5

notification that they have been authorized as visitors. It is the inmate's responsibility to notify the visitor once approval has been granted. Those listed in one of the following categories of visitors should be placed on the approved list after suitable investigation from the usual sources, (i.e., Presentence Report, U.S. Probation Officer, local law enforcement agencies, individual concerned, etc.). Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. If a visitor is not on the inmate's approved visiting list, the Unit staff will be notified and they will verify if the visitor is authorized to visit. If a Unit Team member is not available, the Staff Duty Officer will make the final decision.

- A. Member of Immediate Family: This includes mother, father, step-parents, foster parents, brothers and sisters, spouse and children. The word "spouse" includes a common-law relationship which has previously been established in a state which recognizes such a status.
- B. Other Relatives: This includes grandparents, aunts, uncles, in-laws and cousins. Individuals in this category will ordinarily be granted visiting privileges. Visiting will not be approved until an appropriate background investigation is concluded, including NCIC checks.
- C. Friends and Associates: Visiting privileges may be extended to friends and other non-relatives if it can be ascertained that the association or friendship is a genuinely constructive one and that the inmate would benefit from such continued contact. The relationship must have been established prior to the inmate's incarceration. In the majority of these cases, a review will be necessary prior to approval by the Unit Manager. Staff (Unit Team) may request background information for potential visitors who are not immediate family members. Ordinarily, an inmate's visiting list should not have more than ten friends, associates and other relatives. An amount above ten requires the approval of the Associate Warden (P). Visiting will not be approved until an appropriate background investigation is completed, including NCIC checks.

OPI: CAPTAIN
Number: FTD 5267.06
Date: November 26, 2001
Page: 6

- D. Persons with Criminal Records: The existence of an arrest history or criminal record(s) does not necessarily preclude visiting privileges. A careful evaluation should be given as to the nature and extent of the criminal record and history in relation to recent criminal activity. These factors should be weighed against the value of the relationship and security of the institution.
- E. Ex-Inmates of the Institution and Relatives of Other Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the Warden must give prior approval.
- F. Minor Children: Under no circumstances will children under 16 years of age be permitted to visit unaccompanied by an adult without specific approval from the Warden or her/his designee.

11 **VISITS TO INMATES NOT IN GENERAL POPULATION:**

- A. Admission & Holdover Status: When an approved visiting list is not available, visits for new commitments will be limited to members of their immediate family. Visitors must have the same last name and proper identification that would indicate they are members of the inmate's immediate family. A check of the inmate's Presentence Report, if one is available, may be required. A list of immediate family members will be provided to the Unit Team by the inmate as soon as possible after arrival to this institution. Additional family members or friends may be added following the completion of an appropriate background investigation.
- B. Hospital Patients: If a determination is made that a visit is to be held in the institutional health services area, such visits will be subject to availability of staff. The visit will be limited to one hour. The Health Services Administrator (HSA) may restrict visits because the inmate is suffering from an infectious disease, is in a psychotic or emotional state which makes a visit inadvisable, or is otherwise not in a condition to see visitors. When the HSA recommends against a visit for medical or psychiatric reasons, the visitor will be notified by an appropriate Unit Team member. The HSA or Staff Duty Officer will prepare a memorandum for the inmate's Central File through the Unit Manager, outlining the circumstances

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Page: 7

under which the visit was denied. Visits to inmates hospitalized in the community will be restricted to members of the immediate family with prior written approval from the Warden. All visitors are subject to the visiting policy of the outside community hospital and those procedures as outlined in the Hospital and Escorted Trip Post Orders.

- C. Special Housing Unit (SHU) inmates: Providing that the inmate's visiting privileges have not been denied, inmates assigned to SHU will ordinarily be permitted to visit in the institution's visiting room. Prior to any inmate in SHU receiving a visit, the SHU OIC will first advise the Operations Lieutenant of the visit to determine if there are any special concerns about the inmate, such as a separatee in general population who may also be in the visiting room. The inmate will be handcuffed from behind and escorted from SHU to the visiting room by at least two staff members. SHU inmates will be processed first and will sit in a designated location in the visiting room, directly in front of the Officer's desk. They will not be permitted to wear general population attire (i.e. tan khakis), instead they will wear the orange jumpsuit that is standard issue in the SHU. These escorting procedures will be used when escorting the inmate back to SHU. A designated area will be available for all SHU inmate visits. Staff will closely monitor the inmates and visitors. This will be a special concern due to the circumstances of SHU inmates being in close contact with general population (separatees).

12. **PREPARATION OF THE LIST OF VISITORS:**

- A. Each new inmate will be provided copies of the Admission & Orientation Booklet, which includes the local visiting guidelines, and the Inmate Request of Immediate Family to Visiting List form (Attachment 3), during the intake screening process.
- B. Amendments to the visiting list will be processed by the CMC Secretary. Inmates desiring a change shall submit through their counselor an Inmate Request to Staff form with the appropriate information. Approved changes will be added to the visiting list.

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Page: 8

- C. The Unit Team will request information from "potential visitors" who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list. The inmate is responsible for sending the Visitor Information form, BP-S629.052 (Attachment 2) to a potential visitor to complete and return to the inmate's counselor.
- D. The Unit Team will notify the inmate of each approval or disapproval of a requested person for his visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit, and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution.

13. **SPECIAL VISITS:**

- A. **Consular Visitors:** Whenever it has been determined that an inmate is a citizen of a foreign country, the Consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even though the inmate may be undergoing disciplinary action. Such visits are arranged and approved by the Executive Assistant.
- B. **Law Enforcement Interviews:** Ordinarily, the SIA will approve and coordinate all interviews between law enforcement agencies and inmates. However, in the absence of an SIA, the SIS Lieutenant, the Captain or the Operations Lieutenant will assume this function.
- C. **Religious Visits:** Religious visits will be conducted during regular visiting hours and will be supervised by the Visiting Room Officer. These types of visits will be conducted in accordance with Program Statement 5360.08, Religious Beliefs and Practices, Inmates. The Religious Representative will be required to provide basic personal data for an NCIC check to be done before the visit is approved. The Chaplain will provide a completed copy of the Pastoral Visit Memo (Attachment 4) to Control, Visiting Room Lobby, Visiting Room Officer, Lieutenants' Office and the inmate's Unit Team.

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Page: 9

- D. **Exceptions:** Limited visiting outside of these provisions may be authorized upon recommendation of the

inmate's Unit Manager and approval of the Associate Warden (P).

14. **VIOLATION OF REGULATIONS AND/OR INTRODUCTION OF CONTRABAND**

- A. The right to have future visits may be denied to anyone who tries to circumvent or evade regulations. It may also require additional action, including possible prosecution. Introduction of contraband to a Federal Penal Institution is a violation of Title 18, U.S. Code, Chapter 87, Section 1791. In order to ensure that a visitor is aware of the above policy, the Front Lobby Officer will have each adult visitor, 16 years of age and older, complete and sign a Notification to Visitor form, BP-S224.022 (Attachment 5), acknowledging his/her awareness and understanding of the possible penalties for the violation of the Visiting Room regulations and/or introduction of contraband into the institution. At the completion of each visiting day, these forms will be sent to the Operations Lieutenant, where they will remain on file for one year.
- B. If a visit is terminated because of a violation of a regulation, the officer identifying the violation will prepare and submit an incident report on the inmate(s) involved. The Operations Lieutenant on duty at the time of the violation may interview the outside visitor(s) involved and obtain a written, signed statement to be included in the investigative section of the incident report. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Captain.
- C. Visitors are precluded from bringing animals on institutional grounds in accordance with Program Statement 5267.06, Visiting Regulations.

15. **SEARCHING OF VISITORS:**

- A. Right to Refusal: A visitor who objects to any of the searches, tests or entrance procedures has the option of refusing and leaving the institution grounds, unless there is a reason to detain or arrest the visitor. Staff shall deny admission to the institution to any visitor who refuses to be screened by a metal detector

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Page: 10

or who refuses to undergo a search of person and/or effects as dictated by this supplement.

- B. Termination of Visit: The Staff Duty Officer shall terminate a visit upon determining that a visitor(s) is in possession of, or is passing or attempting to pass contraband not previously detected, or is engaging in any conduct or behavior which poses a threat to the secure and orderly running of the institution. If the Staff Duty Officer is not in the institution, the Operations Lieutenant shall terminate the visit and will prepare a denial/termination memo (Attachment 6) describing the basis for this action. The original of this report will go to the Warden or her/his designee. Additional copies will be distributed accordingly.
- C. Metal Detectors: Visitors will be required to submit to a search before entering the institution by electronic means (i.e., walk through and/or hand held metal detectors), and their personal effects (i.e., handbags, briefcases, etc.), will be searched. Any unauthorized item(s) will be secured in their vehicles or in designated visitors' lockers. Visitors who fail the metal detector screening will not be allowed into the institution. Occasionally, a visitor will be equipped with a prosthesis containing metal. In such cases, a personal shakedown will be conducted to include a thorough examination of the prosthetic device. This shakedown will be conducted out of view of visitors and in privacy before a visitor enters the institution. Visitors may have surgically implanted pins and/or plates that will not clear the metal detector. The hand held metal detector must be used in these cases, in addition to a visual examination of the body area. Careful examination will also be required of those in wheelchairs, including a complete search of the chair. Visitors at the Satellite Camp will be required to remove all items from their pockets and have their personal effects (i.e. coats, baby items) searched prior to entering. Any unauthorized item(s) (i.e. baby strollers) will be secured in their vehicles or in a designated visitor's locker.
- D. Pat Searches: Pat searches will be conducted in accordance with P. S. 5510.09, Searching and Detaining or Arresting Persons Other than Inmates. A person of the same sex as the visitor will conduct all pat

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Page: 11

searches. All searches will be conducted out of the view of other visitors and inmates. A pat search of a visitor may only be authorized by the Warden or Acting

Warden.

- E. Breathalyzer or Urine Surveillance Tests: To prevent persons from entering the institution who may be intoxicated or under the influence of narcotics, or drugs, without arbitrarily restricting the person's right to visit, institution staff may offer the individual(s) an opportunity to take a breathalyzer or urine surveillance test. These tests, or other comparable tests, may be given as a prerequisite to a visit with an inmate when there is reasonable suspicion that the visitor is under the influence of a narcotic, drug or intoxicant. Only the Warden or Acting Warden may authorize these tests. Staff are to advise the visitor of the visitor's right to refuse the test, with the result that the visit would not be allowed.
- F. Written Report: A written report will be prepared and forwarded through the Warden to the Regional Director, with a copy to the Correctional Services Administrator, whenever a person (non-inmate) is given a pat search, breathalyzer test, urine surveillance, or other comparable test.

16. CONTROLLED VISITING - DENYING VISITS:

- A. Visiting Restrictions: Visiting may be restricted to controlled situations or to more closely supervise visits when there is a suspicion that the visitor is introducing or attempting to introduce contraband, or when there has been a prior incident of such introduction or attempted introduction, or when there is any concern, based upon sound correctional judgement, about the visitor presenting a risk to the secure and orderly running of the institution. These restrictions must be approved by the Warden or Acting Warden.
- B. Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by the Warden or Acting Warden.
- C. This institution has the right to assign specific seating locations for visitors and inmates, and the Visiting Room Officer will assign specific seating

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Page: 12

assignments to those inmates and visitors that are suspected of or have displayed problems with obeying the procedures contained in this supplement. These

arrangements must be approved by the Operations Lieutenant.

- D. Fondling and indiscreet contact is not permitted. Kissing and embracing is permitted only when the visitor(s) and inmate meet at the beginning of a visit and just prior to terminating a visit. At no time will inappropriate and/or unbecoming displays of affection by personal contact be permitted. Such violations will be cause for termination of the visit and disciplinary action taken against the concerned inmate. Repeated violations of the personal contact regulations may result in removal of a particular visitor from the inmate's approved visiting list.
- F. The following dress code will be enforced for visitors entering the visiting room at FCI Fort Dix: See through blouses, zipper dresses and skirts, tight stretch shorts and pants (biker shorts/spandex), halter tops, tank tops, tube tops or any type of clothing that may be interpreted as provocative are not considered appropriate. Any visitor wearing any of these items will be denied entrance and instructed to leave the institutional grounds and return when the appropriate clothing is worn. Skirts, shorts, and dresses that are more than **four** inches above the knees, khaki-colored clothing and military clothing are not permitted. If a visitor's apparel is in question, the Staff Duty Officer will be notified and will make the final decision. If this occurs at a time when the Staff Duty Officer is not in the institution, the Operations Lieutenant will make this decision.
- F. Visitors who give evidence of the recent use of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior shall not be permitted to visit or remain on institution grounds.
- G. Loud, boisterous talk or profane language will not be tolerated inside the Visiting Room.

17. **DETAINING VISITORS:**

- A. Staff may detain a visitor in accordance with P. S. 5510.09, Searching and Detaining or Arresting Persons

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Page: 13

Other than Inmates. Should this situation occur, the Warden or Acting Warden should be notified immediately.

Staff are to consult Regional Counsel when detention approaches 2 hours. Institution staff should not attempt to interrogate suspects unless immediate questioning is necessary to protect the security of the institution or the life or safety of any person.

- B. Institution staff shall use only the minimum amount of force necessary to detain a visitor in accordance with P. S. 5510.09, Searching and Detaining or Arresting Persons Other than Inmates. Staff shall forward through the Warden, to the Regional Director, a report describing the circumstances requiring the use of force.
- C. A visitor is not ordinarily detained for conduct which poses little or no threat to the security or orderly running of the institution (i.e., being under the influence of intoxicants or drugs).

18. **VISITOR'S CONDUCT:** Each inmate having a visit must assume reasonable responsibility for his visitor's conduct. Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area, run about the Visiting Room or create noise that disturbs other visits. Failure to control children will result in termination of the visit.

The following items are not allowed in the visiting room and must be secured prior to entry:

- Pager and/or cellular phone
- Recording equipment and/or tapes
- Photography equipment and photos
- Radio and/or tape players
- Personal Keys
- Strollers

19. **RECORDS:**

- A. **Lobby Officer and Unit Teams:** When an inmate receives a visit, the Lobby Officer will identify the visitor(s) and enter the date and time the visitor(s) arrived, and

OPI: CAPTAIN
Number: FTD 5267.06
Date: November 26, 2001
Page: 14

sign under the Officer's Name block on the Notification to Visitor form. The Lobby Officer will maintain the

visitors paperwork while the visit is being conducted. Upon completion of their tour of duty, the Front Lobby Officer will turn their daily paperwork into the Operations Lieutenant for review.

- B. Visiting Room Officers: The Visiting Room Officer will process all visitors who have completed initial processing. The Daily Visiting Log will be forwarded to the Operations Lieutenant at the conclusion of each visiting day where it will be maintained in a file for one year.
- C. Inmate Visitor's Sign-In Logs: The Front Lobby Officer will maintain the inmate visitor sign-in logs which will contain the following: date, visitor's name, time of arrival, time of departure, inmate's name, inmate's register number and signature.
- D. Notification to Visitor Form: (Attachment 5) of this Institution Supplement shall be completed by each visitor 16 years and older prior to each visit. The Lobby Officer will advise all visitors of the prohibition against giving to, or receiving anything from an inmate without approval. The Front Lobby Officer will ensure that they are completed properly and forwarded to the Operations Lieutenant's Office at the end of each visiting day. The completed forms will be maintained in a file for one year.

20. SUPERVISION

- A. It is the responsibility of the Visiting Room Officer to ensure that the Visiting Room regulations are followed as outlined in this supplement and national policy and that visits are conducted in a quiet, orderly and dignified manner. Direct observation of visits is not required at all times. The Visiting Room Officer-In-Charge or the Visiting #1 Officer will move about constantly, observing the general visiting areas. Continual observation should determine that visits are being conducted in an acceptable manner.

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Page: 15

- B. The Visiting Room Officer-In-Charge or the Visiting #1 Officer should be aware of any article passed between

an inmate and his visitor. If there is substantial basis to conclude that materials are being passed which constitute contraband or are otherwise in violation of the law or regulations, the Visiting Room Officer-In-Charge or the Visiting #1 Officer may examine the materials. The Operations Lieutenant or the Staff Duty Officer will be consulted in questionable cases.

- C. All inmates will be identified by their I.D. card (commissary card) prior to entering and exiting the Visiting Room. If an inmate does not have an I.D. card (commissary card) a picture card from Control will be obtained to identify the inmate. This card will be returned to Control at the end of visiting.
- D. A search of each inmate is required at the beginning and at the end of a visit. All inmates will receive a pat search prior to entrance into the Visiting Room. A visual search will be performed on all inmates prior to leaving the Visiting Room. Searches and shakedown will be conducted out of view of visitors and in privacy.
- E. All inmates in the Satellite Camp will receive a pat search prior to entrance into the visiting room and prior to departing the visiting room. Random visual searches will be conducted and annotated in the log book.
- F. The Visiting Room Officer shall not accept articles or gifts of any kind for an inmate. Hobby crafts, art items, etc., will not be given to visitors by inmates.
- G. Rest room facilities for visitors are located inside the Visiting Room. Inmates, under direct visual supervision of the Visiting Room Officer, will utilize the rest room in an area designed for inmate use. Inmates will receive a thorough pat search prior to being allowed to use this rest room, with exception at the Satellite Camp.

21. OTHER APPLICABLE REGULATIONS:

- A. Inmate Dress: All inmates must wear institution issued khakis that are in clean and neat condition. Shirts must be worn. White t-shirts are authorized to be worn

OPI: CAPTAIN
Number: FTD 5267.06
Date: November 26, 2001
Page: 16

in the visiting room between June 1st and September 15th. Inmates must be properly groomed and no inmate will be allowed into the Visiting Room areas if his neglect of personal hygiene would offend others. The only foot wear authorized in the visiting room will be black institutional issued shoes, boots, or brown shoes identified for visiting purpose.

- B. No Smoking: The entire Visiting Room is a non-smoking area and no inmates or visitors are permitted to smoke.
- C. Commissary Cards/ID Cards: Inmate commissary cards will be presented for identification purposes and maintained at the visiting room desk.
- D. Inmate Property: The inmate shall not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one wedding band, one handkerchief and religious item (i.e. religious head gear). Necessary legal papers will be permitted during a visit with an attorney. The Unit Manager is responsible for this procedure and to approve an inmate's necessary legal papers for an attorney's legal visit. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets may be permitted when authorized by the Health Services Administrator (and documented on Attachment 7, Inmate Personal Property in Visiting Room).
- E. Signatures and Documentation: Papers or gifts are not to be exchanged. If there are legal papers to be discussed, the matter must be cleared with the inmate's Unit Team prior to the visit. Any paperwork approved for the inmate will be searched by Unit Team prior to entry into the Visiting Room. Signatures or receipt of legal papers are not permitted except by approval of the Unit Manager or Staff Duty Officer. Legal papers should be mailed to the institution in every other case.
- F. Money: Money will not be accepted for deposit to the inmate's account through the Visiting Room.
- G. Prohibited Items: Food, newspapers and magazines will not be brought into the Visiting Room by visitors, nor

OPI: CAPTAIN
Number: FTD 5267.06
Date: November 26, 2001
Page: 17

will cameras, radios, tape players, tape recorders, pictures, baby strollers, or cigarettes be allowed.

- H. Minor Children: Minor children (under the age of 16) will not be permitted to wait in the parking lot or Front Lobby. Visitors must leave the reservation once their visit has been completed.
- I. Infant Children: Mothers of infant children will be permitted to enter with formula/milk bottles, extra diapers and baby wipes. No strollers will be authorized.
- J. Visiting Room Arrangement: The Captain is responsible for the appearance of the Visiting Room. The Visiting Room will be arranged so as to provide adequate supervision and will be furnished so that it will be as comfortable and pleasant as possible. The Visiting Room Officer will be responsible for the sanitation of the area.

22. MEALS: No food or drink may be brought into the institution by a visitor. The only exception to this will be baby bottles filled with formula or milk, which can be brought into the Visiting Room after having passed a security check with the metal detector. There are vending machines located in the visiting area for use by the visitors. Visitors will be permitted to purchase food from the vending machines for the inmate they are visiting. Inmates are not allowed to handle change or purchase items from the vending machine. If an inmate elects to terminate his visit, so he may eat the regularly scheduled meal in the inmate dining room, then his visitors will be required to leave the institution property and will not be allowed to return that same day.

23. ATTACHMENTS:
- Attachment 1 - Visiting Points Tally Sheet
 - Attachment 2 - Visitor Information, BP-S629.052
 - Attachment 3 - Inmate Request Of Immediate Family To Visiting List
 - Attachment 4 - Pastoral Visit Memo
 - Attachment 5 - Notification to Visitor, BP-S224.022
 - Attachment 6 - Denial/Termination of Visit Memo
 - Attachment 7 - Inmate Personal Property In Visiting Room

OPI: CAPTAIN

Number: FTD 5267.06

Date: November 26, 2001

Page: 18

Nancy Bailey, Warden

DISTRIBUTION:

Associate Wardens
Management Analyst
Department Heads
Master File
AFGE Local 2001

Visiting Points Tally Sheet
MONTH_____

NUMBER: FTD 5267.06 ATTACHMENT: 1

INMATE_____

REGISTER NUMBER_____

VISITOR		TIME IN	TIME OUT	PTS USED	TOTAL PTS USED
DAY	ADULT	CHILDREN			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

Visiting Points:

Monday-Friday: One point per hour or fraction of an hour (Satellite Camp, points will not be deducted)

Saturday, Sunday, Federal Holiday - Two points per hour or fraction of an hour.

~~U.S. DEPARTMENT OF JUSTICE~~~~FEDERAL BUREAU OF PRISONS~~

Addressee	Institution	Date
	Re: (Inmate's Name and Register No.)	

Dear _____:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: **SEE REVERSE**.

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name		2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)		5. Race and Sex of Visitor	
6. Are you a U.S. Citizen? ____ Yes ____ No	6a. Provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____		
7. Relationship to above-named inmate		8. Do you desire to visit him/her? ____ Yes ____ No	
9. Did you know this person prior to his/her current incarceration? ____ Yes ____ No			
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.			
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:			
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:			
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):			
14. Driver's License No. and State of Issuance			

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: FCI, FT. DIX any record of criminal offenses for which I have been arrested and convicted within the last ten (10) years, and any information related to those convictions.

Signature for Authorization to Release Information (Sign and Print Name)

(If applicant is under 18 years of age, signature of parent or guardian)
if additional space is required, you may use the back of this form.
(This form may be replicated via WP)

Replaces BP-S309 of Jul 95 and BP-S310 of May 94

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Date: _____ Time: _____ Officer's Name: _____

Institution: _____ Location: _____

Name of Inmate To Be Visited: _____ Register No. _____

It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden. 18 U.S.C. §§ 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes	____	No	____	Narcotics	Yes	____	No	____
Explosives	Yes	____	No	____	Marijuana	Yes	____	No	____
Weapons	Yes	____	No	____	Camera	Yes	____	No	____
Ammunition	Yes	____	No	____	Food Items	Yes	____	No	____
Metal Cutting tools	Yes	____	No	____	Alcoholic Beverages	Yes	____	No	____
Recording Equipment	Yes	____	No	____	Prescription Drug*	Yes	____	No	____
Cellular Phone	Yes	____	No	____					

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____

Street Address/City and State: _____

Vehicle License No.: _____ Year, Color, Make and Model of Vehicle: _____

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization: _____ Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____

INMATE REQUEST OF IMMEDIATE FAMILY TO VISITING LIST

INMATE'S NAME/Bldg.# _____
REGISTER # _____

<i>Visitor's</i> LAST NAME	<i>Visitor's</i> FIRST NAME	ADDRESS (House/Bldg.#, Street, Apt. #, City, State and ZIP Code)	* - RACE (White, Black, Asian, Other)	PHONE # (xxx) xxx-xxxx	DATE OF BIRTH mm/dd/yy

* - Hispanic is Ethnic Background, not Race

INMATE'S SIGNATURE

COUNSELOR'S SIGNATURE

IMMEDIATE FAMILY TO INCLUDE:

**MOTHER, FATHER, STEP/FOSTER PARENTS,
 BROTHERS, SISTERS, SPOUSE, CHILDREN**

OPI: CAPTAIN
Number: FTD 5267.06
Attachment: 4

Pastoral Visit Memo

FEDERAL CORRECTIONAL INSTITUTION
FORT DIX, NEW JERSEY

NAME OF INMATE: _____ REGISTER NO. _____

UNIT: _____ WORK ASSIGNMENT: _____

DATE OF VISIT: _____ TIME OF VISIT: _____

NAME OF CLERGY: _____

CHURCH REPRESENTED: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

APPROVED: _____ DATE: _____

This approved Pastoral Visit will take place in the visiting room on the regular visitation days and regular hours. No visiting points will be charged to the inmate.

Distribution:

Lt.'s Office
Visiting Room Lobby
Visiting Room Officer
Control
Unit Team

OPI: CAPTAIN
Number: FTD 5267.06
Attachment: 7

DATE : _____

INMATE PERSONAL PROPERTY IN VISITING ROOM

[illegible]

PROPERTY

1. Authorized Brown Shoes
2. Wedding Band (1)
3. Handkerchief (1)
4. Comb (1)
5. Prescription Glasses (1)
6. Religious Item
7. Medication (Approved by HSA)
8. Picture Tickets

Visiting Room Officer

OPI: CAPTAIN
Number: FTD 5267.06
Attachment: 6

UNITED STATES GOVERNMENT
M E M O R A N D U M
FEDERAL CORRECTIONAL INSTITUTION
Fort Dix, New Jersey 08640

Date: _____

Reply to
Attn of: _____

Subject: Termination/Denial of Visit

To: C. Maiorana, Captain

- () On the above date, a visitor to visit inmate _____,
#_____ was denied entrance to visit for the following
reason(s):
- H. No acceptable identification.
 - I. Not on the inmate's approved visiting list.
 - J. Improper clothing in violation of the visitor dress code.
 - K. Other_____

Unit Staff Contacted_____ Duty Officer Contacted_____

Visitor's Name_____ Relationship to Inmate_____

Home Address_____

Operations Lieutenant

- () On the above date at ____am/pm, a visit with inmate _____,
#_____ was terminated for the following reason(s):
- A. Improper contact.
 - B. Overcrowding.
 - C. Attempted introduction of contraband/introduction of contraband.
 - D. Other_____

Visitor's Name_____ Relationship to Inmate_____

Home Address_____

Duty Officer Contacted_____

Operations Lieutenant